

Position description

Position Title: Project Manager

Overview: The Project Manager will be directly involved in both project delivery and account management. They will lead project teams and drive the day-to-day activities that are required to ensure on-time delivery and client satisfaction. Additionally, they will be responsible for structuring and executing project approaches that deliver on client objectives

Key Responsibilities:

- Leads implementations throughout all phases of an automation project
- Works with the client to identify and prioritize business functions and business processes to be evaluated as automation candidates
- Leads the client in process selection activities
- Serves as Subject Matter Expert on process automation solutions
- Presents project status and deliverables to both client executive and user-level audiences
- Serves as the internal escalation point and design authority for project issues for team members within an automation project
- Creates, maintains, and educates project team and client on RPA and industry best practices
- Provides client implementation quality assurance reviews by ensuring alignment with best practices
- Validates that the designed solution will meet the client's business requirements
- Serves as a mentor and role model for the consulting staff

Skills:

- Proven leadership skills with teams of 5 or more professionals
- Proven project management and account management experience
- Solid understanding of the business value chain in the energy industry
- Understanding of process life cycles across the energy industry
- *IIBA Certified Business Analysis Professional* or other BA certification is a plus
- *PMI Project Management Professional* certification is a plus
- Agile methodology experience & knowledge of the development life cycle a plus
- UiPath, BluePrism or Automation Anywhere experience a plus
- Excellent client-facing skills
- Excellent written and oral communication skills
- Tenacious and self-motivated
- Demonstrated ability to work as part of a project team structure and independently as necessary
- Demonstrated capability to quickly learn new technologies and business functions

Qualifications:

- Bachelor's Degree in Finance, Accounting, Engineering, Economics, or MIS or equivalent experience in a related field
- Ability to work onsite at client locations
- Ability to travel to out of town client locations as required

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.